

How to access a shared mailbox using Mac Mail

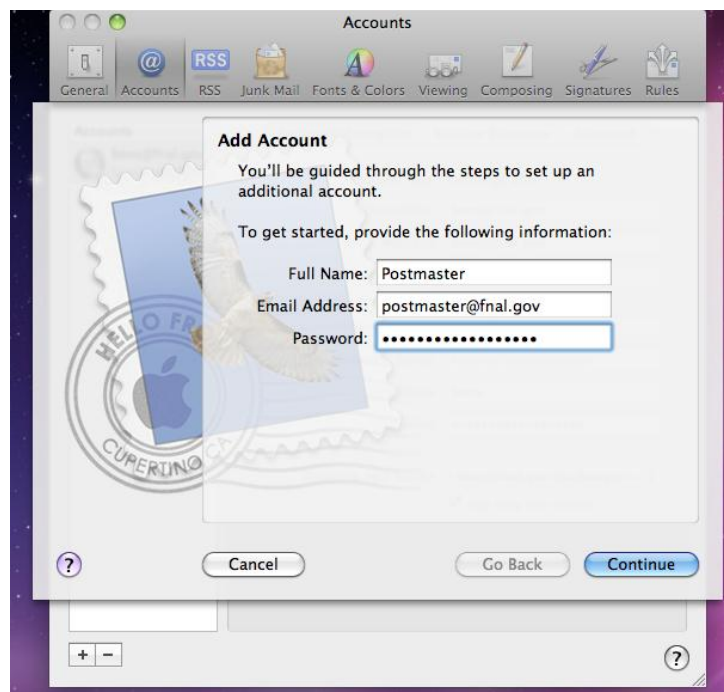
1. Click "Mail -> Preferences..."
2. In the "Accounts" window, click the "+" icon in the lower-left corner.
3. In the "Add Account" window, enter the following information:

Full Name: name of the shared mailbox

Email Address: email address of the shared mailbox

Password: your own Services Account password

Click "Continue".



4. This will fail and take you to the next screen.

Enter the following information:

Full Name: name of the shared mailbox

Email Address: email address of the shared mailbox

User Name: SERVICES\your own Services Account username

Password: your own Services Account password

Click "Continue".



5. You will see the “Account Summary” screen. Click “Create”.



On completion of account configuration, the shared mailbox configuration should be listed in the left-hand column.